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Section 1: PART Program Management: Creating a new PART and User Roles

Section 2: Completing Your PART: Questions, Funding, Performance Measures and Recommendations

Section 3: User Administration

Prerequisites

PARTweb URLs

This test plan will refer to the server/application template URL as `http://<server>/<app>/`. Anything not surrounded by `<` and `>` will refer to text that you must enter. For example, for the URL `http://<server>/<app>/part` you will replace `<server>` with your server name and `<app>` with the app name but `/part` must be typed in as-is.

Login Identifiers

The development environment seed data contains the following sample users that may be used for conducting tests.

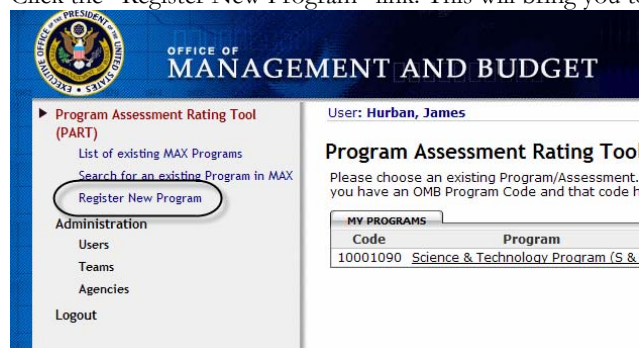
Username	Password	Role
		Agency User
		OMB Admin
		Agency Reviewer
		OMB Examiner

Section 1: PART Program Management

Creating a new program

Agency and OMB Admin users can create new program. This will be done in mutual agreement between OMB and the Agency PART administrator.

1. Point the browser to `http://<server>/<app>/part`.
2. Login as an admin user or a user with permissions to create a new program.
3. You should now be on the “Program Assessment Rating Tool (PART)” page. This is the referred to as the *PARTweb Home Page*.
4. Click the “Register New Program” link. This will bring you to the *Register New Program* page.



5. Enter data into the New Program dialog as follows:

Register New Program

*OMB Program Code * Test_001

*Program Title * Test Program 001

Contact Name * Test User 001

Contact Email * test.user@test.gov

Contact Phone * 202-555-1212

Notes * Test Program 001 Notes

☒ Direct Federal Program (DF)

☐ Research and Development Program (RD)

☐ Block/Formula Grant (BF)

*Program Type(s) *

☐ Regulatory-based Program (RG)

☒ Competitive Grant Program (CO)

☐ Credit Program (CR)

☐ Capital Assets and Service Acquisition Program (CA)

SAVE CANCEL

6. Press the “Save” button. Verify that you are taken to the *Program Home Page* and can see your new program.

Test Program 001

SUMMARY

Program Code	TEST_001
Program Title	Test Program 001
Program Type(s)	Competitive Grant Program , Direct Federal Program
Contact	Test User 001 , 202-555-1212
Notes	Test Program 001 Notes

ASSESSMENTS

Year	Notes	Actions
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[Create New Assessment](#)

Editing an existing program

1. Login as an admin user or a user with permissions to edit a program.

1. From the Home Page, click the “Test Program 001” program title to go to the Program Home Page.

Program Assessment Rating Tool (PART)

Please choose an existing Program/Assessment. If your PART does not appear on this screen, you have an OMB Program Code and that code has not already been used to associate a program.

MY PROGRAMS	Code	Program	Assessments	Notes	Actions
	10001090	Science & Technology Program (S & T)	2005		New Assessment
	TEST_001	Test Program 001			New Assessment

2. Click the “Edit Program” link from the navigation menus area.

List of existing MAX Programs
Search for an existing Program in MAX
Register New Program
Test Program 001
[Edit Program](#)
[User Permissions](#)
[Team Permissions](#)
[Create New Assessment](#)
[Program XML](#)
Administration
Users

Test Program 001

SUMMARY

Program Code	TEST_001
Program Title	Test Program 001
Program Type(s)	Competitive Grant Program , Direct Federal Program
Contact	Test User 001 , 202-555-1212
Notes	Test Program 001 Notes

ASSESSMENTS

Year	Notes	Actions
		Create New Assessment

3. Edit the contents of the Notes and Program Types fields as follows:

Edit Program

*OMB Program Code *

TEST_001

*Program Title *

Test Program 001

Contact Name *

Test User 001

Contact Email *

test.user@test.gov

Contact Phone *

202-555-1212

Notes *

Modified Notes for Test Program 001

☒ Direct Federal Program (DF)
☐ Research and Development Program (RD)
☒ Block/Formula Grant (BF)
☐ Regulatory-based Program (RG)
☒ Competitive Grant Program (CO)
☐ Credit Program (CR)
☐ Capital Assets and Service Acquisition Program (CA)

*Program Type(s) *

☐ Regulatory-based Program (RG)
☒ Competitive Grant Program (CO)
☐ Credit Program (CR)
☐ Capital Assets and Service Acquisition Program (CA)

SAVE

CANCEL

4. Click the “Save” button and verify that the changes were made appropriately.

Test Program 001

SUMMARY

Program Code	TEST_001
Program Title	Test Program 001
Program Type(s)	Competitive Grant Program , Direct Federal Program , Block/Formula Grant
Contact	Test User 001 , 202-555-1212
Notes	Modified Notes for Test Program 001

ASSESSMENTS

Year	Notes	Actions
		Create New Assessment

PARTWeb User Roles and Responsibilities

- **Agency User** - These users can only read all PART's within an agency, but only update those programs assigned.
- **Agency Admin** - These users are responsible for agency UserId administration and assigning PART's within an agency. More than one agency user can be assigned to update a PART. Agency Admins can read/update all PART's within an agency. These users can also create new programs to be PARTed for their assigned agency.
- **Agency Review** - These users will have read-only access to assigned PART programs.

- **OMB User** - users can only read all PART's within an agency, but only update those PART's assigned. These users can also create new programs to be PARTed for their assigned agencies.
- **OMB Admin** - These users are responsible for granting read/update access to OMB users and Agency Admin's.
- **OMB Review** - These users will have read-only access to assigned PART programs.

Section 2: Completing your PART questions

Creating a new assessment

1. Login as an admin user or a user with permissions to create/edit a new assessment.
2. From the Home Page, click the “Test Program 001” program title to go to the Program Home Page.

Program Assessment Rating Tool (PART)

Please choose an existing Program/Assessment. If your PART does not appear on this screen, you have an OMB Program Code and that code has not already been used to associate a program.

Code	Program	Assessments	Notes	Actions
10001090	Science & Technology Program (S & T)	2005		New Assessment
TEST_001	Test Program 001			New Assessment

3. Click the “Create New Assessment” link from the navigation menus area.

[List of existing MAX Programs](#)
[Search for an existing Program in MAX](#)
[Register New Program](#)
Test Program 001
[Edit Program](#)
[User Permissions](#)
[Team Permissions](#)
[Create New Assessment](#)
[Program XML](#)
[Administration](#)
[Users](#)

Test Program 001

SUMMARY

Program Code	TEST_001
Program Title	Test Program 001
Program Type(s)	Competitive Grant Program , Block/Formula Grant , Direct Federal Program
Contact	Test User 001 , 202-555-1212
Notes	Modified Notes for Test Program 001

ASSESSMENTS

Year	Notes	Actions
		Create New Assessment

4. Enter data into the dialog as follows:

Create New Assessment

Summary Information

Year

2005

Status

Initial Agency working draft

Notes

Test Program 001 2005 Assessment

Funding Levels for PART Summary Tables (in millions)

Prior Year

Current Year

Budget Year

SAVE

CANCEL

5. Press the “Save” button. Verify that you are brought back to the Program Home Page and that the 2005 assessment is shown on the page.

Test Program 001

SUMMARY

Program Code	TEST_001
Program Title	Test Program 001
Program Type(s)	Competitive Grant Program , Direct Federal Program , Block/Formula Grant
Contact	Test User 001 , 202-555-1212
Notes	Modified Notes for Test Program 001

ASSESSMENTS

Year	Notes	Actions
2005	Test Program 001 2005 Assessment	

[Create New Assessment](#)

Editing an existing assessment

1. Login as an admin user or a user with permissions to edit a program.
2. From the Home Page, click the “Test Program 001” program title to go to the Program Home Page.

Program Assessment Rating Tool (PART)

Please choose an existing Program/Assessment. If your PART does not appear on this screen, you have an OMB Program Code and that code has not already been used to associate a program.

Code	Program	Assessments	Notes	Actions
10001090	Science & Technology Program (S & T)	2005		New Assessment
TEST_001	Test Program 001			New Assessment

- Click the “2005” assessment year link from the navigation menus area.

Test Program 001

SUMMARY	
Program Code	TEST_001
Program Title	Test Program 001
Program Type(s)	Competitive Grant Program , Direct Federal Program , Block/Formula Grant
Contact	Test User 001 , 202-555-1212
Notes	Modified Notes for Test Program 001

ASSESSMENTS		
Year	Notes	Actions
2005	Test Program 001 2005 Assessment	
Create New Assessment		

- Click the “Edit Assessment” link from the navigation menus area.

List of Existing MAX Programs Search for an existing Program in MAX Register New Program Test Program 001 Edit Program User Permissions Team Permissions Create New Assessment 2005 Assessment Edit Assessment User Permissions Team Permissions	
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Test Program 001 2005 Assessment

SUMMARY	
Program Code	TEST_001
Program Title	Test Program 001
Program Type(s)	Block/Formula Grant , Competitive
Assessment Year	2005
Assessment Status	Initial Agency working draft This version should be used only for OMB review (applicable if aged)
Assessment Notes	Test Program 001 2005 Assessment

Program funding Level (in millions)

- Edit the contents of the Notes and Funding level fields as follows:

Edit Assessment

Summary Information

*Year > 2005

*Status > Initial Agency working draft

Notes > Test Program 001 2005 Assessment Modified Notes

Funding Levels for PART Summary Tables (in millions)

Prior Year > 100

Current Year > 200

Budget Year > 300

[SAVE](#) [CANCEL](#)

- Click the “Save” button and verify that the changes were made appropriately.

Adding/Editing user permissions for an existing assessment

- Point the browser to <http://<server>/<app>/part>.
- Login as an admin user or a user with permissions to edit a program assessment.
- From the Home Page, click the “Test Program 001” program title to go to the Program Home Page.

Program Assessment Rating Tool (PART)

Please choose an existing Program/Assessment. If your PART does not appear on this screen, you have an OMB Program Code and that code has not already been used to associate a program.

MY PROGRAMS				
Code	Program	Assessments	Notes	Actions
10001090	Science & Technology Program (S & T)	2005		New Assessment
TEST_001	Test Program 001			New Assessment

- Click the “User Permissions” link from the navigation menus area.

Programs
Search for an existing Program in MAX
Register New Program
Test Program 001
Edit Program
User Permissions
Team Permissions
Create New Assessment
▶ **2005 Assessment**
Edit Assessment
User Permissions
Team Permissions
Question Answers
Question Weights

Test Program 001 2005 Assessment

SUMMARY	
Program Code	TEST_001
Program Title	Test Program 001
Program Type(s)	Direct Federal Program
Assessment Year	2005
Assessment Status	Initial Agency working draft This version should be used only on PART, not yet ready for OMB review (is doing the first draft)
Assessment Notes	Test Program 001: 2005 Assessment
Program funding Level (in millions)	
Prior Year	\$100.00
Current Year	\$200.00
Budget Year	\$300.00

- Edit the contents of the User Permission fields as follows:

User Permissions

User	Agency	Admin	View	Write
admin, omb	Department of the Interior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
admin, agency	Department of the Interior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hurban, James	Department of the Interior	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
user, omb	Department of the Interior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
user, agency	Department of the Interior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save Permissions

- Click the “Save Permissions” button and verify that the changes were made appropriately.

Adding/Editing team permissions for an existing assessment

- Point the browser to <http://<server>/<app>/part>.
- Login as an admin user or a user with permissions to edit a program assessment.
- From the Home Page, click the “Test Program 001” program title to go to the Program Home Page.

Program Assessment Rating Tool (PART)

Please choose an existing Program/Assessment. If your PART does not appear on this screen, you have an OMB Program Code and that code has not already been used to associate a program.

MY PROGRAMS				
Code	Program	Assessments	Notes	Actions
10001090	Science & Technology Program (S & T)	2005		New Assessment
TEST_001	Test Program 001			New Assessment

- Click the “Team Permissions” link from the navigation menus area.

Programs
Search for an existing Program in MAX
Register New Program
Test Program 001
Edit Program
User Permissions
Team Permissions
Create New Assessment
▶ **2005 Assessment**
Edit Assessment
User Permissions
Team Permissions
Question Answers
Question Weights

Test Program 001 2005 Assessment

SUMMARY	
Program Code	TEST_001
Program Title	Test Program 001
Program Type(s)	Direct Federal Program
Assessment Year	2005
Assessment Status	Initial Agency working draft This version should be used only on PART, not yet ready for OMB review (is doing the first draft)
Assessment Notes	Test Program 001: 2005 Assessment
Program funding Level (in millions)	
Prior Year	\$100.00
Current Year	\$200.00
Budget Year	\$300.00

- Edit the contents of the Team Permission fields as follows:

Team Permissions

Team	Agency	Admin	View	Write
DOC Team	Department of the Interior	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
NPS Team	Department of the Interior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save Permissions

- Click the “Save Permissions” button and verify that the changes were made appropriately.

Creating a new assessment funding account

- Point the browser to `http://<server>/<app>/part`.
- Login as an admin user or a user with permissions to edit a program.
- From the Home Page, click the “Test Program 001” program title to go to the Program Home Page.

Program Assessment Rating Tool (PART)

Please choose an existing Program/Assessment. If your PART does not appear on this screen, you have an OMB Program Code and that code has not already been used to associate a program.

Code	Program	Assessments	Notes	Actions
10001090	Science & Technology Program (S & T)	2005		New Assessment
TEST_001	Test Program 001			New Assessment

- Click the “2005” assessment year link from the navigation menus area.

Test Program 001

SUMMARY
Program Code: TEST_001
Program Title: Test Program 001
Program Type(s): Competitive Grant Program , Direct Federal Program , Block/Formula Grant
Contact: Test User 001 , 202-555-1212
Notes: Modified Notes for Test Program 001

Year	Notes	Actions
2005	Test Program 001 2005 Assessment	

[Create New Assessment](#)

- Click the “Funding Accounts” link from the navigation menus area.

Programs
Search for an existing Program in MAX
Register New Program
Test Program 001
Edit Program
User Permissions
Team Permissions
Create New Assessment
2005 Assessment
Edit Assessment
User Permissions
Team Permissions
Funding Accounts
Question Answers
Question Weights
Performance Measures
Recommendations

Test Program 001 2005 Assessment

SUMMARY
Program Code: TEST_001
Program Title: Test Program 001
Program Type(s): Direct Federal Program
Assessment Year: 2005
Assessment Status: Initial Agency working draft This version should be used only or PART, not yet ready for OMB review is doing the first draft)
Assessment Notes: Test Program 001: 2005 Assessment
Program funding Level (in millions)
Prior Year: \$100.00
Current Year: \$200.00
Budget Year: \$300.00
Explanation of Composition of Funding

- Click the “Add Funding” button from the funding panel page.

TEST PROGRAM 001 2005 FUNDINGS							
Add Funding	Budget Resources (millions)			Obligations (millions)			
Treasury Account	Prior Year	Current Year	Budget Year	Prior Year	Current Year	Budget Year	Explanation
No Funding Accounts defined. Click "Add Funding" above to define one.							

- Edit the contents of the Funding Account fields as follows:

Create New Funding Account

ADD PROGRAM FUNDING ACCOUNT

TREASURY ACCOUNT DATA (IN MILLIONS)

Account

Explanation

Levels	Prior Year	Current Year	Budget Year
Budgetary Resources	<input type="text" value="100"/>	<input type="text" value="200"/>	<input type="text" value="300"/>
Obligations	<input type="text" value="100"/>	<input type="text" value="200"/>	<input type="text" value="300"/>

- Click the “Save” button and verify that the changes were made appropriately.

Editing an existing assessment funding account

- Point the browser to `http://<server>/<app>/part`.
- Login as an admin user or a user with permissions to edit a program.
- From the Home Page, click the “Test Program 001” program title to go to the Program Home Page.

Program Assessment Rating Tool (PART)

Please choose an existing Program/Assessment. If your PART does not appear on this screen, you have an OMB Program Code and that code has not already been used to associate a program.

Code	Program	Assessments	Notes	Actions
10001090	Science & Technology Program (S & T)	2005		New Assessment
TEST_001	Test Program 001			New Assessment

- Click the “2005” assessment year link from the navigation menus area.

Test Program 001

SUMMARY	
Program Code	TEST_001
Program Title	Test Program 001
Program Type(s)	Competitive Grant Program , Direct Federal Program , Block/Formula Grant
Contact	Test User 001 , 202-555-1212
Notes	Modified Notes for Test Program 001

ASSESSMENTS		
Year	Notes	Actions
2005	Test Program 001 2005 Assessment	

[Create New Assessment](#)

- Click the “Funding Accounts” link from the navigation menus area.

Programs

Search for an existing Program in MAX

Register New Program

Test Program 001

Edit Program

User Permissions

Team Permissions

Create New Assessment

2005 Assessment

Edit Assessment

User Permissions

Team Permissions

Funding Accounts

Question Answers

Question Weights

Performance Measures

Recommendations

Test Program 001 2005 Assessment

SUMMARY

Program Code	TEST_001
Program Title	Test Program 001
Program Type(s)	Direct Federal Program
Assessment Year	2005
Assessment Status	Initial Agency working draft This version should be used only or PART, not yet ready for OMB review is doing the first draft)
Assessment Notes	Test Program 001: 2005 Assesmer

Program funding Level (in millions)

Prior Year	\$100.00
Current Year	\$200.00
Budget Year	\$300.00

Explanation of Composition of Funding

TEST PROGRAM 001 2005 FUNDINGS

- Click the “Edit” link on the funding panel page.

Test Program 001 Funding Account

TEST PROGRAM 001 2005 FUNDINGS							
Treasury Account	Budget Resources (millions)			Obligations (millions)			Explanation
	Prior Year	Current Year	Budget Year	Prior Year	Current Year	Budget Year	
New Account	\$100.00	\$200.00	\$300.00	\$100.00	\$200.00	\$300.00	New Test Account for 2005 Assessment Edit Delete

- Edit the contents of the Funding Account fields as follows:

Test Program 001 Funding

EDIT PROGRAM FUNDING ACCOUNT

TREASURY ACCOUNT DATA (IN MILLIONS)

Account >

Explanation >

Levels >

	Prior Year	Current Year	Budget Year
Budgetary Resources	<input type="text" value="\$100"/>	<input type="text" value="\$200"/>	<input type="text" value="\$300"/>
Obligations	<input type="text" value="\$100"/>	<input type="text" value="\$200"/>	<input type="text" value="\$300"/>

- Click the “Save” button and verify that the changes were made appropriately.

Creating new question answers

- Point the browser to <http://<server>/<app>/part>.
- Login as an admin user or a user with permissions to edit a program.
- From the Home Page, click the “Test Program 001” program title to go to the Program Home Page.

Program Assessment Rating Tool (PART)

Please choose an existing Program/Assessment. If your PART does not appear on this screen, you have an OMB Program Code and that code has not already been used to associate a program.

Code	Program	Assessments	Notes	Actions
10001090	Science & Technology Program (S & T)	2005		New Assessment
TEST_001	Test Program 001			New Assessment

- Click the “2005” assessment year link from the navigation menus area.

Test Program 001

SUMMARY	
Program Code	TEST_001
Program Title	Test Program 001
Program Type(s)	Competitive Grant Program , Direct Federal Program , Block/Formula Grant
Contact	Test User 001 , 202-555-1212
Notes	Modified Notes for Test Program 001

Year	Notes	Actions
2005	Test Program 001 2005 Assessment	

[Create New Assessment](#)

- Click the “Question Answers” link from the navigation menus area.

Programs

[Search for an existing Program in MAX](#)

[Register New Program](#)

Test Program 001

- [Edit Program](#)
- [User Permissions](#)
- [Team Permissions](#)
- [Create New Assessment](#)
- 2005 Assessment**
 - [Edit Assessment](#)
 - [User Permissions](#)
 - [Team Permissions](#)
 - [Funding Accounts](#)
 - [Question Answers](#)
 - [Question Weights](#)
- [Performance Measures](#)
- [Recommendations](#)

Test Program 001 2005 Assessment

SUMMARY	
Program Code	TEST_001
Program Title	Test Program 001
Program Type(s)	Direct Federal Program
Assessment Year	2005
Assessment Status	Initial Agency working draft This version should be used only once PART, not yet ready for OMB review (a is doing the first draft)
Assessment Notes	Test Program 001: 2005 Assessment

Program funding Level (in millions)	
Prior Year	\$100.00
Current Year	\$200.00
Budget Year	\$300.00

Explanation of Composition of Funding

- Click the “Unanswered” link on the Question Answers area.

Question Answers				
TEST PROGRAM 001 2005 ANSWERS				
You have answered 0 of 25 questions. You may assign question weights once you have decided whether questions are applicable to your program or not.				
Num	Question	Answer	Exp	Evd Score
Section 1				
1.1	Is the program purpose clear?	Unanswered		
1.2	Does the program address a specific and existing problem, interest or need?	Unanswered		
1.3	Is the program designed so that it is not redundant or duplicative of any other Federal, state, local or private effort?	Unanswered		
1.4	Is the program design free of major flaws that would limit the program's effectiveness or efficiency?	Unanswered		
1.5	Is the program effectively targeted, so that resources will reach intended beneficiaries and/or otherwise address the program's purpose directly?	Unanswered		
				0%
Section 2				
2.1	Does the program have a limited number of specific long-term performance measures that focus on outcomes and meaningfully reflect the purpose of the program?	Unanswered		
2.2	Does the program have ambitious targets and timeframes for its long-term measures?	Unanswered		
2.3	Does the program have a limited number of specific annual performance measures that can demonstrate progress toward achieving the program's long-term goals?	Unanswered		
2.4	Does the program have baselines and ambitious targets for its annual measures?	Unanswered		

- Edit the contents of the Funding Account fields:

Is the program purpose clear?

DIRECT FEDERAL PROGRAM QUESTION 1.1

Answer ☐ Yes ☐ No ☐ Not Applicable

Explanation

Evidence

SAVE

CANCEL

Previous versions:
None.

1.1 Is the program purpose clear?
Purpose of the question: to determine whether the program has a focused and well-defined mission. Determining this purpose is critical to determination of useful performance measures and targets.

- Click the “Save” button and verify that the changes were made appropriately. The user will be directed to the next question in the list. Verify that the next dialog is for the appropriate question.

Editing existing question answers

- Point the browser to `http://<server>/<app>/part`.
- Login as an admin user or a user with permissions to edit a program.
- From the Home Page, click the “Test Program 001” program title to go to the Program Home Page.

Program Assessment Rating Tool (PART)

Please choose an existing Program/Assessment. If your PART does not appear on this screen, you have an OMB Program Code and that code has not already been used to associate a program.

MY PROGRAMS				
Code	Program	Assessments	Notes	Actions
10001090	Science & Technology Program (S & T)	2005		New Assessment
TEST_001	Test Program 001			New Assessment

- Click the “2005” assessment year link from the navigation menus area.

Test Program 001

SUMMARY	
Program Code	TEST_001
Program Title	Test Program 001
Program Type(s)	Competitive Grant Program , Direct Federal Program , Block/Formula Grant
Contact	Test User 001 , 202-555-1212
Notes	Modified Notes for Test Program 001

ASSESSMENTS		
Year	Notes	Actions
2005	Test Program 001 2005 Assessment	

[Create New Assessment](#)

- Click the “Question Answers” link from the navigation menus area.

Programs
[Search for an existing Program in MAX](#)
[Register New Program](#)
Test Program 001
[Edit Program](#)
[User Permissions](#)
[Team Permissions](#)
[Create New Assessment](#)
2005 Assessment
[Edit Assessment](#)
[User Permissions](#)
[Team Permissions](#)
Funding Accounts
Question Answers
[Question Weights](#)
[Performance Measures](#)
[Recommendations](#)

Test Program 001 2005 Assessment

SUMMARY	
Program Code	TEST_001
Program Title	Test Program 001
Program Type(s)	Direct Federal Program
Assessment Year	2005
Assessment Status	Initial Agency working draft This version should be used only once PART, not yet ready for OMB review (a is doing the first draft)
Assessment Notes	Test Program 001: 2005 Assessment

Program funding Level (in millions)	
Prior Year	\$100.00
Current Year	\$200.00
Budget Year	\$300.00

Explanation of Composition of Funding

- Click the “Answer” link on the Question Answers panel area.

TEST PROGRAM 001 2005 ANSWERS					
You have answered 25 of 25 questions. You may assign question weights once you have decided whether questions are applicable to your program or not.					
Num	Question	Answer	Exp	Evd	Score
Section 1					
1.1	Is the program purpose clear?	YES	<input checked="" type="checkbox"/>		20%
1.2	Does the program address a specific and existing problem, interest or need?	YES	<input checked="" type="checkbox"/>		20%
1.3	Is the program designed so that it is not redundant or duplicative of any other Federal, state, local or private effort?	YES	<input checked="" type="checkbox"/>		20%
1.4	Is the program design free of major flaws that would limit the program's effectiveness or efficiency?	YES	<input checked="" type="checkbox"/>		20%
1.5	Is the program effectively targeted, so that resources will reach intended beneficiaries and/or otherwise address the program's purpose directly?	YES	<input checked="" type="checkbox"/>		20%
					100%
Section 2					
2.1	Does the program have a limited number of specific long-term performance measures that focus on outcomes and meaningfully reflect the purpose of	YES	<input checked="" type="checkbox"/>		10%

- Edit the contents of the Funding Account fields:

Is the program purpose clear?

DIRECT FEDERAL PROGRAM QUESTION 1.1

Answer ☒ Yes ☐ No ☐ Not Applicable

Explanation

Evidence

SAVE

CANCEL

Previous version

Date/Time

Unknown

1.1 Is the program purpose clear?
Purpose of the question: to determine whether the program has a focused and well-defined mission. Determining this purpose is critical to determination of useful performance measures and targets.

- Click the “Save” button and verify that the changes were made appropriately.

Creating new question answer weights

1. Point the browser to <http://<server>/<app>/part>.
2. Login as an admin user or a user with permissions to edit a program.
6. From the Home Page, click the “Test Program 001” program title to go to the Program Home Page.

Program Assessment Rating Tool (PART)

Please choose an existing Program/Assessment. If your PART does not appear on this screen, you have an OMB Program Code and that code has not already been used to associate a program.

MY PROGRAMS				
Code	Program	Assessments	Notes	Actions
10001090	Science & Technology Program (S & T)	2005		New Assessment
TEST_001	Test Program 001			New Assessment

3. Click the “2005” assessment year link from the navigation menus area.

Test Program 001

SUMMARY	
Program Code	TEST_001
Program Title	Test Program 001
Program Type(s)	Competitive Grant Program , Direct Federal Program , Block/Formula Grant
Contact	Test User 001 , 202-555-1212
Notes	Modified Notes for Test Program 001

ASSESSMENTS		
Year	Notes	Actions
2005	Test Program 001 2005 Assessment	

[Create New Assessment](#)

4. Click the “Question Weights” link from the navigation menus area.

Programs

[Search for an existing Program in MAX](#)

[Register New Program](#)

Test Program 001

[Edit Program](#)

[User Permissions](#)

[Team Permissions](#)

[Create New Assessment](#)

► **2005 Assessment**

[Edit Assessment](#)

[User Permissions](#)

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[Funding Accounts](#)

[Question Answers](#)

Question Weights

[Performance Measures](#)

[Recommendations](#)

Test Program 001 2005 Assessment

SUMMARY	
Program Code	TEST_001
Program Title	Test Program 001
Program Type(s)	Direct Federal Program
Assessment Year	2005
Assessment Status	Initial Agency working draft This version should be used only if PART, not yet ready for OMB review is doing the first draft)
Assessment Notes	Test Program 001: 2005 Assessment

Program funding Level (in millions)

Prior Year	\$100.00
Current Year	\$200.00
Budget Year	\$300.00

Explanation of Composition of Funding

5. Edit the contents of the Question Weight fields:

Question Weights

- [Reset weights to values from the database](#)
- [Set all Sections' Questions to equal weights](#)

Num	Weight	Question	Answer
Section 1 (Set all Section 1 Questions to equal weights.)			
1.1	<input type="text" value="20"/>	Is the program purpose clear?	YES
1.2	<input type="text" value="20"/>	Does the program address a specific and existing problem, interest or need?	YES
1.3	<input type="text" value="20"/>	Is the program designed so that it is not redundant or duplicative of any other Federal, state, local or private effort?	YES
1.4	<input type="text" value="20"/>	Is the program design free of major flaws that would limit the program's effectiveness or efficiency?	YES
1.5	<input type="text" value="20"/>	Is the program effectively targeted, so that resources will reach intended beneficiaries and/or otherwise address the program's purpose directly?	YES
	<input type="text" value="100"/>	Section 1 Total (must always add up to 100).	
Section 2 (Set all Section 2 Questions to equal weights.)			
2.1	<input type="text"/>	Does the program have a limited number of specific long-term performance measures that focus on outcomes and meaningfully reflect the purpose of the program?	YES
2.2	<input type="text"/>	Does the program have ambitious targets and timeframes for its long-term measures?	YES
2.3	<input type="text"/>	Does the program have a limited number of specific annual performance measures that can demonstrate progress toward achieving the program's long-term goals?	YES
2.4	<input type="text"/>	Does the program have baselines and ambitious targets for its annual measures?	YES
2.5	<input type="text"/>	Do all partners (including grantees, sub-grantees, contractors, cost-sharing partners, and other government partners) commit to and work toward the annual and/or long-term goals of the program?	YES
2.6	<input type="text"/>	Are independent evaluations of sufficient scope and quality conducted on a regular basis or as needed to support program improvements and evaluate effectiveness and	YES

- Click the “Save Question Weights” button and verify that the appropriate changes were made. Note: the user will not be able to save question weights unless all weights have been provided.

Editing question answer weights

- Point the browser to `http://<server>/<app>/part`.
- Login as an admin user or a user with permissions to edit a program.
- From the Home Page, click the “Test Program 001” program title to go to the Program Home Page.

Program Assessment Rating Tool (PART)

Please choose an existing Program/Assessment. If your PART does not appear on this screen, you have an OMB Program Code and that code has not already been used to associate a program.

MY PROGRAMS				
Code	Program	Assessments	Notes	Actions
10001090	Science & Technology Program (S & T)	2005		New Assessment
TEST_001	Test Program 001			New Assessment

- Click the “2005” assessment year link from the navigation menus area.

Test Program 001

SUMMARY	
Program Code	TEST_001
Program Title	Test Program 001
Program Type(s)	Competitive Grant Program , Direct Federal Program , Block/Formula Grant
Contact	Test User 001 , 202-555-1212
Notes	Modified Notes for Test Program 001

ASSESSMENTS		
Year	Notes	Actions
2005	Test Program 001 2005 Assessment	

[Create New Assessment](#)

- Click the “Question Weights” link from the navigation menus area.

Programs
Search for an existing Program in MAX
Register New Program

Test Program 001

Edit Program
User Permissions
Team Permissions
Create New Assessment
► **2005 Assessment**
Edit Assessment
User Permissions
Team Permissions
Funding Accounts
Question Answers
Question Weights
Performance Measures
Recommendations

Test Program 001 2005 Assessment

SUMMARY

Program Code	TEST_001
Program Title	Test Program 001
Program Type(s)	Direct Federal Program
Assessment Year	2005
Assessment Status	Initial Agency working draft This version should be used only if PART, not yet ready for OMB review is doing the first draft
Assessment Notes	Test Program 001: 2005 Assessm

Program funding Level (in millions)

Prior Year	\$100.00
Current Year	\$200.00
Budget Year	\$300.00

Explanation of Composition of Funding

TEST PROGRAM 001 2005 FINDINGS

Add Function

- Edit the contents of the Question Weight fields:

Question Weights

- [Reset weights to values from the database](#)
- [Set all Sections' Questions to equal weights](#)

Num.	Weight	Question	Answer
Section 1 (Set all Section 1 Questions to equal weights.)			
1.1	<input type="text" value="20"/>	Is the program purpose clear?	YES
1.2	<input type="text" value="20"/>	Does the program address a specific and existing problem, interest or need?	YES
1.3	<input type="text" value="20"/>	Is the program designed so that it is not redundant or duplicative of any other Federal, state, local or private effort?	YES
1.4	<input type="text" value="20"/>	Is the program design free of major flaws that would limit the program's effectiveness or efficiency?	YES
1.5	<input type="text" value="20"/>	Is the program effectively targeted, so that resources will reach intended beneficiaries and/or otherwise address the program's purpose directly?	YES
	<input type="text" value="100"/>	Section 1 Total (must always add up to 100).	
Section 2 (Set all Section 2 Questions to equal weights.)			
2.1	<input type="text"/>	Does the program have a limited number of specific long-term performance measures that focus on outcomes and meaningfully reflect the purpose of the program?	YES
2.2	<input type="text"/>	Does the program have ambitious targets and timeframes for its long-term measures?	YES
2.3	<input type="text"/>	Does the program have a limited number of specific annual performance measures that can demonstrate progress toward achieving the program's long-term goals?	YES
2.4	<input type="text"/>	Does the program have baselines and ambitious targets for its annual measures?	YES
2.5	<input type="text"/>	Do all partners (including grantees, sub-grantees, contractors, cost-sharing partners, and other government partners) commit to and work toward the annual and/or long-term goals of the program?	YES
2.6	<input type="text"/>	Are independent evaluations of sufficient scope and quality conducted on a regular basis or as needed to support program improvements and evaluate effectiveness and	YES

- Click the “Save Question Weights” button and verify that the appropriate changes were made. Note: the user will not be able to save question weights unless all weights have been provided.

Create new assessment performance measures

- Point the browser to `http://<server>/<app>/part`.
- Login as an admin user or a user with permissions to edit a program.
- From the Home Page, click the “Test Program 001” program title to go to the Program Home Page.

Program Assessment Rating Tool (PART)

Please choose an existing Program/Assessment. If your PART does not appear on this screen, you have an OMB Program Code and that code has not already been used to associate a program.

MY PROGRAMS				
Code	Program	Assessments	Notes	Actions
10001090	Science & Technology Program (S & T)	2005		New Assessment
TEST_001	Test Program 001			New Assessment

- Click the “2005” assessment year link from the navigation menus area.

Test Program 001

SUMMARY	
Program Code	TEST_001
Program Title	Test Program 001
Program Type(s)	Competitive Grant Program , Direct Federal Program , Block/Formula Grant
Contact	Test User 001 , 202-555-1212
Notes	Modified Notes for Test Program 001

ASSESSMENTS		
Year	Notes	Actions
2005	Test Program 001 2005 Assessment	

[Create New Assessment](#)

- Click the “Performance Measures” link from the navigation menus area.

Programs

[Search for an existing Program in MAX](#)

[Register New Program](#)

Test Program 001

[Edit Program](#)

[User Permissions](#)

[Team Permissions](#)

[Create New Assessment](#)

► **2005 Assessment**

[Edit Assessment](#)

[User Permissions](#)

[Team Permissions](#)

Funding Accounts

[Question Answers](#)

[Question Weights](#)

Performance Measures

[Recommendations](#)

Test Program 001 2005 Assessment

SUMMARY	
Program Code	TEST_001
Program Title	Test Program 001
Program Type(s)	Direct Federal Program
Assessment Year	2005
Assessment Status	Initial Agency working draft This version should be used on PART, not yet ready for OMB review (doing the first draft)
Assessment Notes	Test Program 001: 2005 Assessment

Program funding Level (in millions)	
Prior Year	\$100.00
Current Year	\$200.00
Budget Year	\$300.00
Explanation of Composition of Funding	

- Click the “Add Performance Measure” button from the performance measure page.

Test Program 001 Performance Measures

[Add Performance Measure](#)

Term	Type	Text
No Performance Measures defined. Click "Add Performance Measure" above to define one.		

- Edit the contents of the Performance Measure fields.

Create New Performance Measure

ADD PROGRAM PERFORMANCE MEASURE

Term / Type / State:

Performance Measure:

Explanation:

Targets	Year	Target	Actual	State
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Click the “Save” button and verify that the appropriate changes were made.

Edit existing assessment performance measures

1. Point the browser to `http://<server>/<app>/part`.
2. Login as an admin user or a user with permissions to edit a program.
7. From the Home Page, click the “Test Program 001” program title to go to the Program Home Page.

Program Assessment Rating Tool (PART)

Please choose an existing Program/Assessment. If your PART does not appear on this screen, you have an OMB Program Code and that code has not already been used to associate a program.

MY PROGRAMS				
Code	Program	Assessments	Notes	Actions
10001090	Science & Technology Program (S & T)	2005		New Assessment
TEST_001	Test Program 001			New Assessment

3. Click the “2005” assessment year link from the navigation menus area.

Test Program 001

SUMMARY	
Program Code	TEST_001
Program Title	Test Program 001
Program Type(s)	Competitive Grant Program , Direct Federal Program , Block/Formula Grant
Contact	Test User 001 , 202-555-1212
Notes	Modified Notes for Test Program 001

ASSESSMENTS		
Year	Notes	Actions
2005	Test Program 001 2005 Assessment	

[Create New Assessment](#)

4. Click the “Performance Measures” link from the navigation menus area.

Programs

[Search for an existing Program in MAX](#)

[Register New Program](#)

Test Program 001

[Edit Program](#)

[User Permissions](#)

[Team Permissions](#)

[Create New Assessment](#)

2005 Assessment

[Edit Assessment](#)

[User Permissions](#)

[Team Permissions](#)

Funding Accounts

[Question Answers](#)

[Question Weights](#)

Performance Measures

[Recommendations](#)

Test Program 001 2005 Assessment

SUMMARY	
Program Code	TEST_001
Program Title	Test Program 001
Program Type(s)	Direct Federal Program
Assessment Year	2005
Assessment Status	<i>Initial Agency working draft</i> This version should be used on PART, not yet ready for OMB review is doing the first draft)
Assessment Notes	Test Program 001: 2005 Assessment

Program funding Level (in millions)	
Prior Year	\$100.00
Current Year	\$200.00
Budget Year	\$300.00

Explanation of Composition of Funding

5. Click the “Edit” link for the performance measure.

Test Program 001 Performance Measures

TEST PROGRAM 001 2005 PERFORMANCE MEASURES				
Add Performance Measure				
Term	Type	Text		
Long-term	Outcome	New Performance Measure for 2005 Assessment		
			Edit	Delete
Year Target Actual State				
2005	53	46	UD	

6. Edit the contents of the Performance Measure fields.

Test Program 001 Performance Measure

EDIT PROGRAM PERFORMANCE MEASURE

Term / Type / State + Long-term Outcome Under Development

Performance Measure + New Performance Measure for 2005 Assessment

Explanation +

Targets +

Year	Target	Actual	State
2005	53	46	Under Development

8. Click the “Save” button and verify that the appropriate changes were made.

Create new assessment recommendation

1. Point the browser to <http://<server>/<app>/part>.
1. Login as an admin user or a user with permissions to edit a program.
7. From the Home Page, click the “Test Program 001” program title to go to the Program Home Page.

Program Assessment Rating Tool (PART)

Please choose an existing Program/Assessment. If your PART does not appear on this screen, you have an OMB Program Code and that code has not already been used to associate a program.

MY PROGRAMS				
Code	Program	Assessments	Notes	Actions
10001090	Science & Technology Program (S & T)	2005		New Assessment
TEST_001	Test Program 001			New Assessment

2. Click the “2005” assessment year link from the navigation menus area.

Test Program 001

SUMMARY	
Program Code	TEST_001
Program Title	Test Program 001
Program Type(s)	Competitive Grant Program , Direct Federal Program , Block/Formula Grant
Contact	Test User 001 , 202-555-1212
Notes	Modified Notes for Test Program 001

ASSESSMENTS		
Year	Notes	Actions
2005	Test Program 001 2005 Assessment	Create New Assessment

3. Click the “Recommendations” link from the navigation menus area.

Programs

Search for an existing Program in MAX

Register New Program

Test Program 001

Edit Program

User Permissions

Team Permissions

Create New Assessment

► **2005 Assessment**

Edit Assessment

User Permissions

Team Permissions

Funding Accounts

Question Answers

Question Weights

Performance Measures

Recommendations

Test Program 001 2005 Assessment

SUMMARY

Program Code: TEST_001

Program Title: Test Program 001

Program Type(s): Direct Federal Program

Assessment Year: 2005

Assessment Status: *Initial Agency working draft. This version should be used on PART, not yet ready for OMB review is doing the first draft.*

Assessment Notes: Test Program 001: 2005 Assess

Program funding Level (in millions)

Prior Year: \$100.00

Current Year: \$200.00

Budget Year: \$300.00

Explanation of Composition of Funding

TEST PROGRAM 001 2005 FUNDINGS

Add Funding

4. Click the “Add Recommendation” button on the recommendations page.

Test Program 001 Recommendations

TEST PROGRAM 001 2005 RECOMMENDATIONS

Add Recommendation

Type	Recommendation	Action Taken
No Recommendations defined. Click "Add Recommendation" above to define one.		

5. Edit the contents of the Recommendation fields.

Create New Recommendation

ADD PROGRAM RECOMMENDATION

Number: g

Type:

Recommendation:

Action Taken:

SAVE CANCEL

8. Click the “Save” button and verify the appropriate changes have been saved.

Edit existing assessment recommendation

1. Point the browser to <http://<server>/<app>/part>.
1. Login as an admin user or a user with permissions to edit a program.
7. From the Home Page, click the “Test Program 001” program title to go to the Program Home Page.

Program Assessment Rating Tool (PART)

Please choose an existing Program/Assessment. If your PART does not appear on this screen, you have an OMB Program Code and that code has not already been used to associate a program.

Code	Program	Assessments	Notes	Actions
10001090	Science & Technology Program (S & T)	2005		New Assessment
TEST_001	Test Program 001			New Assessment

2. Click the “2005” assessment year link from the navigation menus area.

Test Program 001

SUMMARY	
Program Code	TEST_001
Program Title	Test Program 001
Program Type(s)	Competitive Grant Program , Direct Federal Program , Block/Formula Grant
Contact	Test User 001 , 202-555-1212
Notes	Modified Notes for Test Program 001

ASSESSMENTS		
Year	Notes	Actions
2005	Test Program 001 2005 Assessment	

[Create New Assessment](#)

- Click the “Recommendations” link from the navigation menus area.

Programs
[Search for an existing Program in MAX](#)
[Register New Program](#)
Test Program 001
[Edit Program](#)
[User Permissions](#)
[Team Permissions](#)
[Create New Assessment](#)
2005 Assessment
[Edit Assessment](#)
[User Permissions](#)
[Team Permissions](#)
Funding Accounts
Question Answers
[Question Weights](#)
[Performance](#)
[Measures](#)
Recommendations

Test Program 001 2005 Assessment

SUMMARY	
Program Code	TEST_001
Program Title	Test Program 001
Program Type(s)	Direct Federal Program
Assessment Year	2005
Assessment Status	Initial Agency working draft This version should be used only PART, not yet ready for OMB review is doing the first draft
Assessment Notes	Test Program 001: 2005 Assess

Program funding Level (in millions)	
Prior Year	\$100.00
Current Year	\$200.00
Budget Year	\$300.00
Explanation of Composition of Funding	

- Click the “Edit” link on a recommendation.

Test Program 001 Recommendations

TEST PROGRAM 001 2005 RECOMMENDATIONS		
Add Recommendation		
Type	Recommendation	Action Taken
L	New Recommendation for 2005 Assessment	Edit Delete

- Edit the contents of the Recommendation fields.

Test Program 001 Recommendation

EDIT PROGRAM RECOMMENDATION

Number *
Type *

Recommendation *
New Recommendation for 2005 Assessment Modification

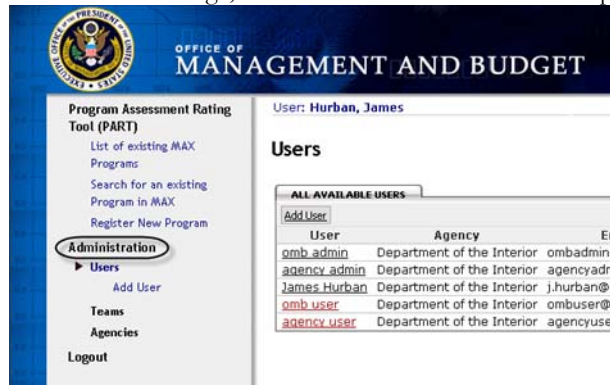
Action Taken *

- Click the “Save” button and verify the appropriate changes have been saved.

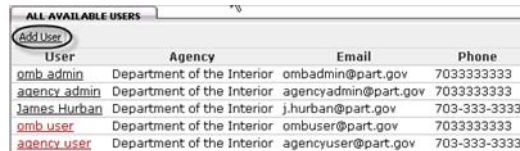
Section 3: USER ADMINISTRATION

Creating a new user

5. Point the browser to `http://<server>/<app>/part`.
2. Login as an admin user.
3. From the Home Page, click the “Administration” menu option.



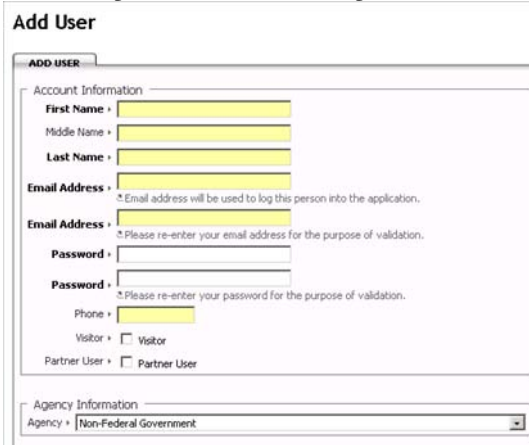
4. Click the “Add User” from the ‘all available users’ panel.



The image shows a close-up of the 'ALL AVAILABLE USERS' panel. The 'Add User' button is circled in red. Below it is a table of existing users.

User	Agency	Email	Phone
omb_admin	Department of the Interior	ombadmin@part.gov	7033333333
agency_admin	Department of the Interior	agencyadmin@part.gov	7033333333
James Hurban	Department of the Interior	j.hurban@part.gov	703-333-3333
omb_user	Department of the Interior	ombuser@part.gov	7033333333
agency_user	Department of the Interior	agencyuser@part.gov	703-333-3333

4. Edit the contents of the Account Information, Agency Information, Role Information, Team Membership Information, and Responsibilities level fields as follows:



The screenshot shows the 'Add User' form. It has two main sections: 'Account Information' and 'Agency Information'. The 'Account Information' section includes fields for First Name, Middle Name, Last Name, Email Address (with a note: 'Email address will be used to log this person into the application.'), Password (with a note: 'Please re-enter your email address for the purpose of validation.'), and Phone. There are checkboxes for 'Visitor' and 'Partner User'. The 'Agency Information' section includes a dropdown menu for 'Agency' with 'Non-Federal Government' selected.

Role Information

Security Role: Agency Admin

Team Membership Information

(1) Partnerships and Collaborative Action Team

☐ Member

☐ Chair

(2) Human Capital Team

☐ Member

☐ Chair

(3) Competitive Sourcing & Procurement Team

☐ Member

☐ Chair

Responsibilities

Bureau/Office Responsible Official: ☒ No ☐ Yes

User requires prior approval for actions: ☒ No ☐ Yes

SAVE CANCEL

- Click the “Save” button and verify that the changes were made appropriately.

Edit a user

- Point the browser to <http://<server>/<app>/part>.
- Login as an admin user.
- From the Home Page, click the “Administration” menu option.

OFFICE OF MANAGEMENT AND BUDGET

Program Assessment Rating Tool (PART)

List of existing MAX Programs

Search for an existing Program in MAX

Register New Program

Administration

Users

Add User

Teams

Agencies

Logout

User: Hurban, James

Users

ALL AVAILABLE USERS

Add User

User	Agency	Email
omb_admin	Department of the Interior	ombadmin@
agency_admin	Department of the Interior	agencyadmi
James Hurban	Department of the Interior	j.hurban@p
omb_user	Department of the Interior	ombuser@p
agency_user	Department of the Interior	agencyuser

- Click the “omb admin” user link from the ‘all available users’ panel.

OFFICE OF MANAGEMENT AND BUDGET

Program Assessment Rating Tool (PART)

List of existing MAX Programs

Search for an existing Program in MAX

Register New Program

Administration

Users

Add User

Teams

Agencies

Logout

User: Hurban, James

Users

ALL AVAILABLE USERS

Add User

User	Agency	Email
omb_admin	Department of the Interior	ombadmin@
agency_admin	Department of the Interior	agencyadmi
James Hurban	Department of the Interior	j.hurban@p
omb_user	Department of the Interior	ombuser@p
agency_user	Department of the Interior	agencyuser

- Click the “Edit User” button on the ‘Account Information for omb admin’ panel.

ACCOUNT INFORMATION FOR OMB ADMIN

Edit User Delete User

User	Email	Phone	Partner	Responsible Official
omb admin	ombadmin@part.gov	7033333333		

- Edit the contents of the Account Information, Team Membership Information, and Responsibilities level fields as follows:

Edit User

EDIT USER

Account Information

First Name *
Middle Name *
Last Name *
Email Address *
* Email address will be used to log this person into the application.
Email Address *
* Please re-enter your email address for the purpose of validation.
Password *
Password *
* Please re-enter your password for the purpose of validation.
Phone *
Visitor * ☐ Visitor
Partner User * ☐ Partner User

Team Membership Information

(1) Partnerships and Collaborative Action Team * ☐ Member
☐ Chair
(2) Human Capital Team * ☐ Member
☐ Chair
(3) Competitive Sourcing & Procurement Team * ☐ Member
☐ Chair

Responsibilities

Bureau/Office Responsible Official * ☒ No ☐ Yes
User requires prior approval for actions * ☒ No ☐ Yes

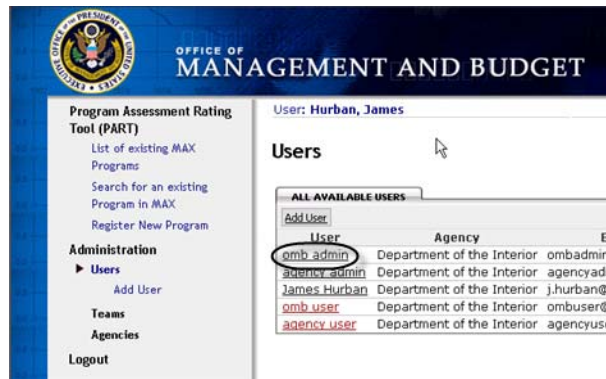
- Click the “Save” button and verify that the changes were made appropriately.

Add a user to a team

- Point the browser to <http://<server>/<app>/part>.
- Login as an admin user.
- From the Home Page, click the “Administration” menu option.



- Click the “omb admin” user link from the ‘all available users’ panel.



2. Click the “User Teams” link from the navigation menu.



3. Click the “Add User to Team” button.



4. Edit the contents of the Add User Team fields as follows:



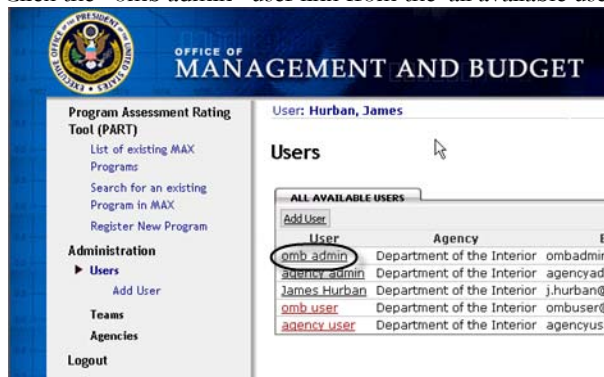
5. Click the “save” button and verify that the changes were made appropriately.

Add a user to an agency

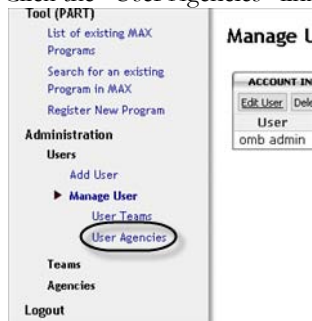
4. Point the browser to <http://<server>/<app>/part>.
2. Login as an admin user.
3. From the Home Page, click the “Administration” menu option.



4. Click the “omb admin” user link from the ‘all available users’ panel.



5. Click the “User Agencies” link from the navigation menu.



6. Click the “Add User to Agency” button.



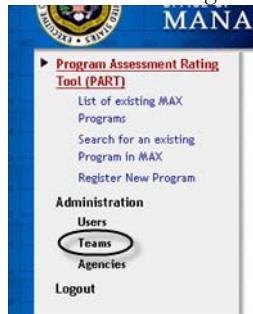
7. Choose an agency to add the user to as follows:



8. Click the “save” button and verify that the changes were made appropriately.

Add a team

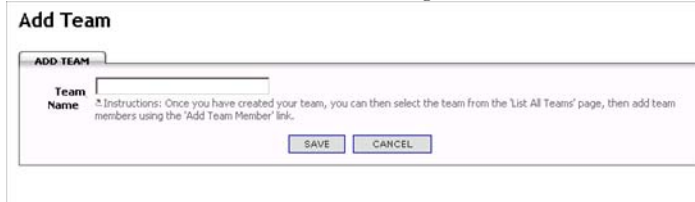
1. Point the browser to <http://<server>/<app>/part>.
2. Login as an admin user.
3. From the Home Page navigation menu, click the “Teams” menu option.



1. Click the “Add Team” button.



2. Edit the contents of the Add Team dialog as follows:



Add Team

ADD TEAM

Team Name:

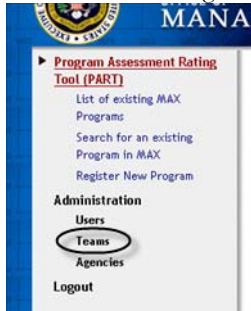
*Instructions: Once you have created your team, you can then select the team from the 'List All Teams' page, then add team members using the 'Add Team Member' link.

SAVE CANCEL

3. Click the “save” button and verify the changes were made appropriately.

Edit a team

4. Point the browser to <http://<server>/<app>/part>.
2. Login as an admin user.
3. From the Home Page navigation menu, click the “Teams” menu option.



1. Click the DOC Team “Edit” link.

Teams

ALL AVAILABLE TEAMS

Add Team

Name	Edit	Delete
DOC Team	Edit	Delete
NPS Team	Edit	Delete

2. Edit the fields of the Edit Team dialog as follows:

Edit Team

EDIT TEAM DOC TEAM

Team Name:

3. Click the “save” button and verify the changes were made appropriately.

Add an agency

4. Point the browser to <http://<server>/<app>/part>.
2. Login as an admin user.
3. From the Home Page navigation menu, click the “Agencies” menu option.



1. Click the “Add Agency” button.

Agencies

ALL AVAILABLE AGENCIES

[Add Agency](#)

Name
ACTION
Additional Adjustment Needed to Reach Overall Targets
Administrative Conference of the United States
Advisory Commission on Conferences in Ocean Shipping
Advisory Commission on Intergovernmental Relations
Advisory Committee on Federal Pay
Advisory Council on Historic Preservation
African Development Foundation
Agency for International Development

2. Edit the fields of the Add Agency dialog as follows:

Add Agency

ID:

Agency Name:

3. Click the “save” button and verify the changes were made appropriately.

Edit an agency

4. Point the browser to `http://<server>/<app>/part`.
2. Login as an admin user.
3. From the Home Page navigation menu, click the “Agencies” menu option.



1. Click the “Administrative Conference of the United States” link.



2. Click the “Edit Agency” button.



3. Edit the fields of the “Edit Agency” dialog as follows:



4. Click the “save” button and verify that the appropriate changes were made.

Add an agency bureau

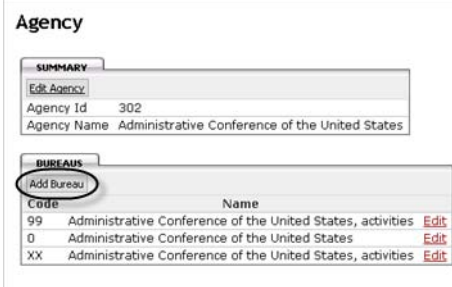
4. Point the browser to `http://<server>/<app>/part`.
2. Login as an admin user.
3. From the Home Page navigation menu, click the “Agencies” menu option.



1. Click the “Administrative Conference of the United States” link.



2. Click the “Add Bureau” button.



3. Edit the fields of the Add Agency Bureau dialog.



4. Click the “save” button and verify that the appropriate changes were made.

Edit an agency bureau

3. Point the browser to `http://<server>/<app>/part`.
2. Login as an admin user.
3. From the Home Page navigation menu, click the “Agencies” menu option.



4. Click the “Administrative Conference of the United States” link.



5. Click the “Edit” link for Administrative Conference of the United States.



6. Edit the fields of the Edit Bureau dialog as follows:



5. Click the “save” button and verify the changes were made appropriately.

Check OMB admin user permissions on Home Page

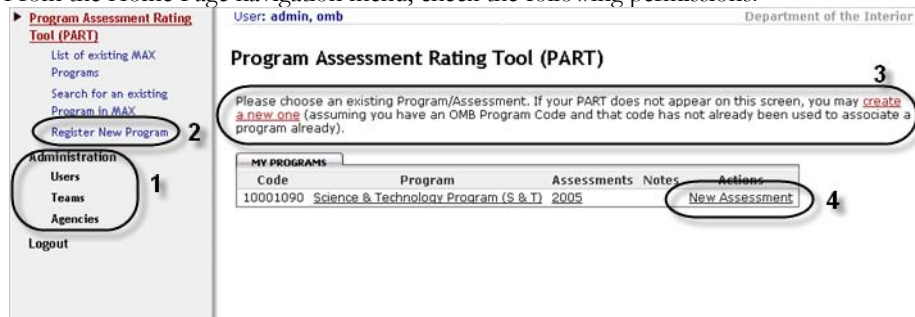
1. Point the browser to <http://<server>/<app>/part>.
2. Login as an OMB admin user.
3. From the Home Page navigation menu, check the following permissions.



1. The user has permission to the “Administration” links.
2. The user has permission to the “Register New Program” link.
3. The user has permission to the “create a new one” link.
4. The user has permission to the “New Assessment” link.

Check Agency admin user permissions on Home Page

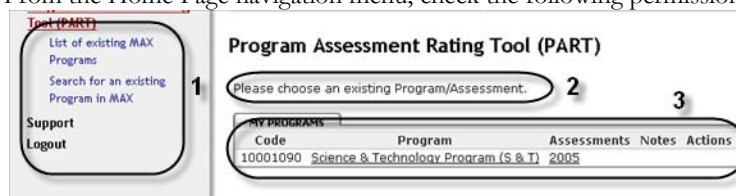
1. Point the browser to <http://<server>/<app>/part>.
2. Login as an Agency admin user.
3. From the Home Page navigation menu, check the following permissions.



1. The user has permission to the “Administration” links.
2. The user has permission to the “Register New Program” link.
3. The user has permission to the “create a new one” link.
4. The user has permission to the “New Assessment” link.

Check OMB user permissions on Home Page

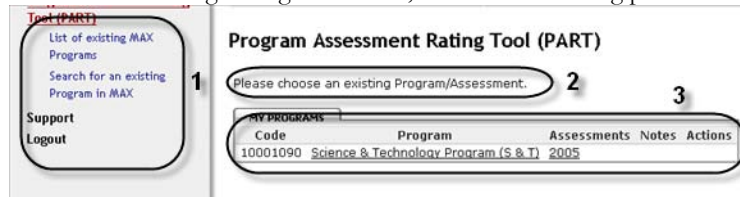
1. Point the browser to <http://<server>/<app>/part>.
2. Login as an OMB user.
3. From the Home Page navigation menu, check the following permissions.



1. The user does NOT have permission to the “Administration” links or “Register New Program” link.
2. The user does NOT have permission to the “create a new one” link.
3. The user does NOT have permission to the “New Assessment” link.

Check Agency user permissions on Home Page

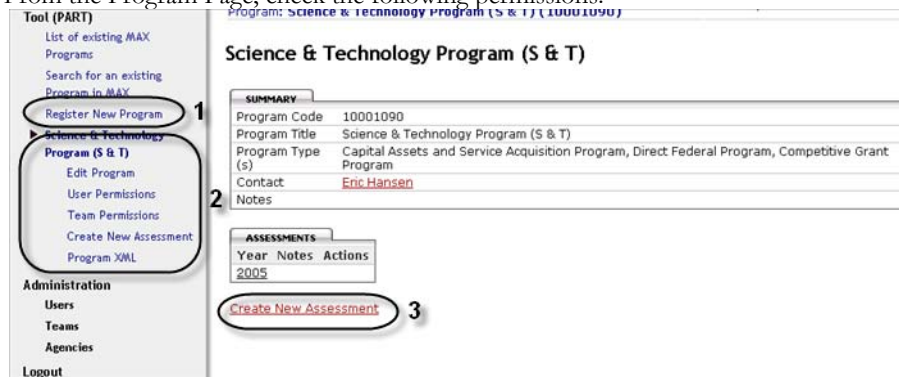
1. Point the browser to <http://<server>/<app>/part>.
2. Login as an Agency user.
3. From the Home Page navigation menu, check the following permissions.



1. The user does NOT have permission to the “Administration” links or “Register New Program” link.
2. The user does NOT have permission to the “create a new one” link.
3. The user does NOT have permission to the “New Assessment” link.

Check OMB admin user permissions on Program Page

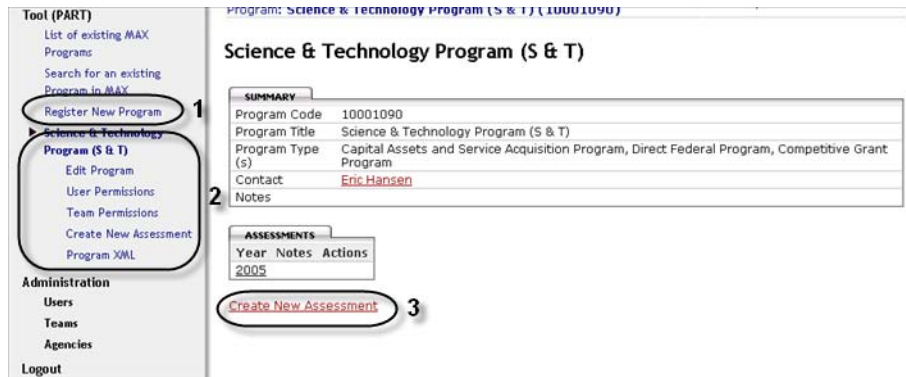
1. Point the browser to <http://<server>/<app>/part>.
2. Login as an OMB admin user.
3. From the Program Page, check the following permissions.



1. The user has permission to the “Register New Program” link.
2. The user has permission to the “Edit Program”, “User Permissions”, “Team Permissions”, “Create New Assessment”, and “Program XML” links.
3. The user has permission to the “Create New Assessment” link.

Check Agency admin user permissions on Program Page

1. Point the browser to <http://<server>/<app>/part>.
2. Login as an Agency admin user.
3. From the Program Page, check the following permissions.



Tool (PART)

- List of existing MAX Programs
- Search for an existing Program in MAX
- Register New Program
- Science & Technology Program (S & T)
- Edit Program
- User Permissions
- Team Permissions
- Create New Assessment
- Program XML

Administration

- Users
- Teams
- Agencies
- Logout

Program: Science & Technology Program (S & T) (10001090)

Science & Technology Program (S & T)

SUMMARY

Program Code	10001090
Program Title	Science & Technology Program (S & T)
Program Type (s)	Capital Assets and Service Acquisition Program, Direct Federal Program, Competitive Grant Program
Contact	Eric Hansen
Notes	

ASSESSMENTS

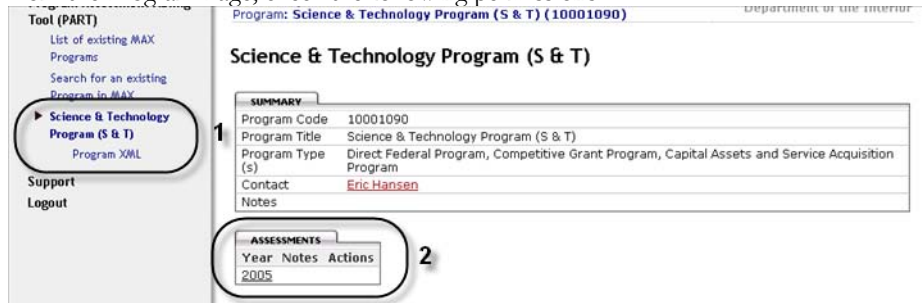
Year	Notes	Actions
2005		

[Create New Assessment](#)

1. The user has permission to the “Register New Program” link.
2. The user has permission to the “Edit Program”, “User Permissions”, “Team Permissions”, “Create New Assessment”, and “Program XML” links.
3. The user has permission to the “Create New Assessment” link.

Check OMB user permissions on Program Page

1. Point the browser to <http://<server>/<app>/part>.
2. Login as an OMB user.
3. From the Program Page, check the following permissions.



Tool (PART)

- List of existing MAX Programs
- Search for an existing Program in MAX
- Science & Technology Program (S & T)
- Program XML
- Support
- Logout

Program: Science & Technology Program (S & T) (10001090)

Science & Technology Program (S & T)

SUMMARY

Program Code	10001090
Program Title	Science & Technology Program (S & T)
Program Type (s)	Direct Federal Program, Competitive Grant Program, Capital Assets and Service Acquisition Program
Contact	Eric Hansen
Notes	

ASSESSMENTS

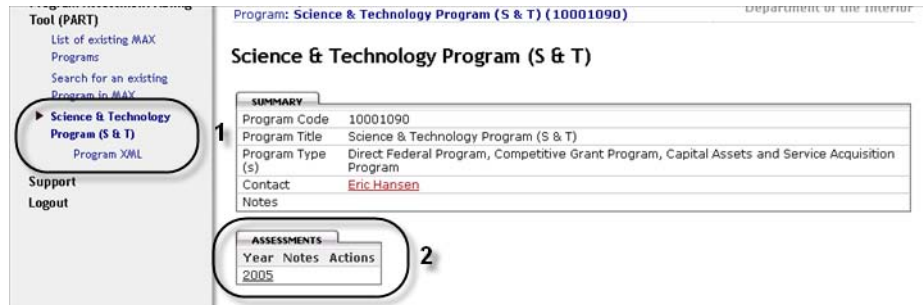
Year	Notes	Actions
2005		

[Create New Assessment](#)

1. The user does NOT have permission to the “Edit Program”, “User Permissions”, “Team Permissions”, and “Create New Assessment” links.
2. The user does NOT have permission to the “Create New Assessment” link.

Check Agency user permissions on Program Page

1. Point the browser to <http://<server>/<app>/part>.
2. Login as an Agency user.
3. From the Program Page, check the following permissions.



Tool (PART)
List of existing MAX Programs
Search for an existing Program in MAX
► Science & Technology Program (S & T)
Program XML
Support
Logout

Program: Science & Technology Program (S & T) (10001090)

Science & Technology Program (S & T)

SUMMARY

Program Code	10001090
Program Title	Science & Technology Program (S & T)
Program Type (s)	Direct Federal Program, Competitive Grant Program, Capital Assets and Service Acquisition Program
Contact	Eric Hansen
Notes	

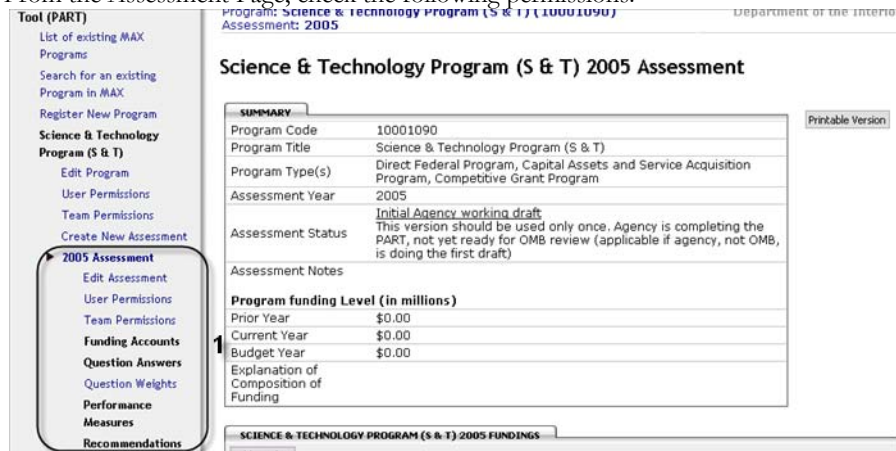
ASSESSMENTS

Year	Notes	Actions
2005		

- The user does NOT have permission to the “Edit Program”, “User Permissions”, “Team Permissions”, and “Create New Assessment” links.
- The user does NOT have permission to the “Create New Assessment” link.

Check OMB admin user permissions on Assessment Page

- Point the browser to <http://<server>/<app>/part>.
- Login as an OMB admin user.
- From the Assessment Page, check the following permissions.



Tool (PART)
List of existing MAX Programs
Search for an existing Program in MAX
Register New Program
Science & Technology Program (S & T)
Edit Program
User Permissions
Team Permissions
Create New Assessment
► 2005 Assessment
Edit Assessment
User Permissions
Team Permissions
Funding Accounts
Question Answers
Question Weights
Performance Measures
Recommendations

Program: Science & Technology Program (S & T) (10001090)
Assessment: 2005

Science & Technology Program (S & T) 2005 Assessment

SUMMARY

Program Code	10001090
Program Title	Science & Technology Program (S & T)
Program Type(s)	Direct Federal Program, Capital Assets and Service Acquisition Program, Competitive Grant Program
Assessment Year	2005
Assessment Status	Initial Agency working draft This version should be used only once, Agency is completing the PART, not yet ready for OMB review (applicable if agency, not OMB, is doing the first draft)
Assessment Notes	

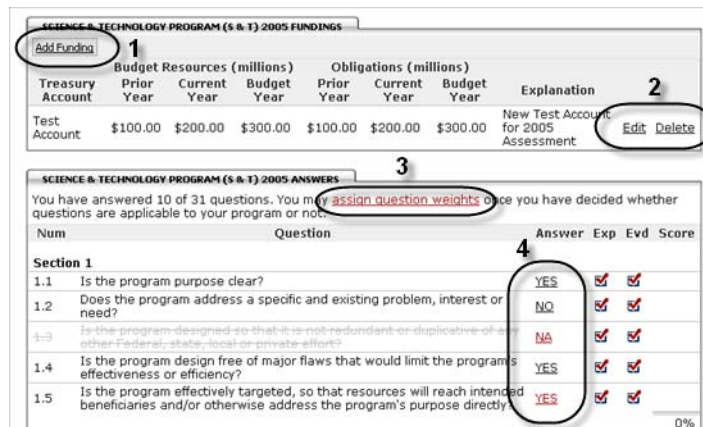
Program funding Level (in millions)

Prior Year	\$0.00
Current Year	\$0.00
Budget Year	\$0.00
Explanation of Composition of Funding	

SCIENCE & TECHNOLOGY PROGRAM (S & T) 2005 FUNDINGS

[Add Funding](#)

- The user has permission to the “Edit Assessment”, “User Permissions”, “Team Permissions”, “Funding Accounts”, “Question Answers”, “Question Weights”, “Performance Measures”, and “Recommendations” links.



SCIENCE & TECHNOLOGY PROGRAM (S & T) 2005 FUNDINGS

[Add Funding](#)

Treasury Account	Budget Resources (millions)			Obligations (millions)			Explanation
	Prior Year	Current Year	Budget Year	Prior Year	Current Year	Budget Year	
Test Account	\$100.00	\$200.00	\$300.00	\$100.00	\$200.00	\$300.00	New Test Account for 2005 Assessment

[Edit](#) [Delete](#)

SCIENCE & TECHNOLOGY PROGRAM (S & T) 2005 ANSWERS

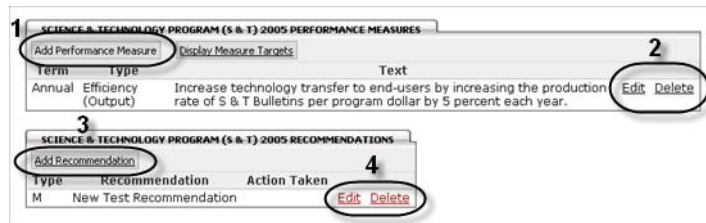
You have answered 10 of 31 questions. You may [assign question weights](#) once you have decided whether questions are applicable to your program or not.

Num	Question	Answer	Exp	Evd	Score
Section 1					
1.1	Is the program purpose clear?	YES	✓	✓	
1.2	Does the program address a specific and existing problem, interest or need?	NO	✓	✓	
1.3	Is the program designed so that it is not redundant or duplicative of any other Federal, state, local or private effort?	NA	✓	✓	
1.4	Is the program design free of major flaws that would limit the program's effectiveness or efficiency?	YES	✓	✓	
1.5	Is the program effectively targeted, so that resources will reach intended beneficiaries and/or otherwise address the program's purpose directly?	YES	✓	✓	

0%

- The user has permission to the “Add Funding” link.

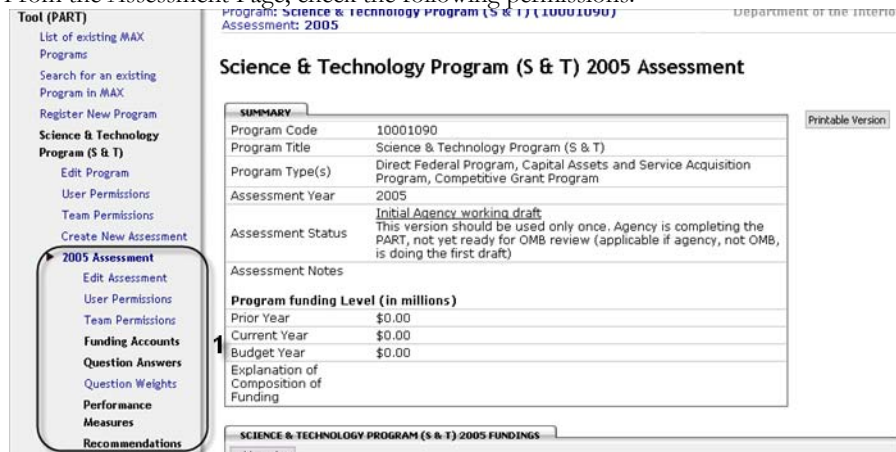
2. The user has permission to the “Edit” and “Delete” fundings links.
3. The user has permission to the “assign question weights” link.
4. The user has permission to the answer links.



1. The user has permission to the “Add Performance Measure” link.
2. The user has permission to the “Edit” and “Delete” measures links.
3. The user has permission to the “Add Recommendation” link.
4. The user has permission to the “Edit” and “Delete” recommendations links.

Check Agency admin user permissions on Assessment Page

1. Point the browser to <http://<server>/<app>/part>.
2. Login as an Agency admin user.
3. From the Assessment Page, check the following permissions.



1. The user has permission to the “Edit Assessment”, “User Permissions”, “Team Permissions”, “Funding Accounts”, “Question Answers”, “Question Weights”, “Performance Measures”, and “Recommendations” links.

SCIENCE & TECHNOLOGY PROGRAM (S & T) 2005 FUNDINGS

1 Add Funding

Treasury Account	Budget Resources (millions)			Obligations (millions)			Explanation
	Prior Year	Current Year	Budget Year	Prior Year	Current Year	Budget Year	
Test Account	\$100.00	\$200.00	\$300.00	\$100.00	\$200.00	\$300.00	New Test Account for 2005 Assessment

2 Edit Delete

3 SCIENCE & TECHNOLOGY PROGRAM (S & T) 2005 ANSWERS

You have answered 10 of 31 questions. You may assign question weights once you have decided whether questions are applicable to your program or not.

Num	Question	Answer	Exp	Evd	Score
Section 1					
1.1	Is the program purpose clear?	YES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
1.2	Does the program address a specific and existing problem, interest or need?	NO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
1.3	Is the program designed so that it is not redundant or duplicative of any other Federal, state, local, or private effort?	NA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
1.4	Is the program design free of major flaws that would limit the program's effectiveness or efficiency?	YES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
1.5	Is the program effectively targeted, so that resources will reach intended beneficiaries and/or otherwise address the program's purpose directly?	YES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

0%

1. The user has permission to the “Add Funding” link.
2. The user has permission to the “Edit” and “Delete” fundings links.
3. The user has permission to the “assign question weights” link.
4. The user has permission to the answer links.

SCIENCE & TECHNOLOGY PROGRAM (S & T) 2005 PERFORMANCE MEASURES

1 Add Performance Measure Display Measure Targets

Term	Type	Text
Annual Efficiency (Output)		Increase technology transfer to end-users by increasing the production rate of S & T Bulletins per program dollar by 5 percent each year.

2 Edit Delete

3 SCIENCE & TECHNOLOGY PROGRAM (S & T) 2005 RECOMMENDATIONS

4 Add Recommendation

Type	Recommendation	Action Taken
M	New Test Recommendation	

4 Edit Delete

1. The user has permission to the “Add Performance Measure” link.
2. The user has permission to the “Edit” and “Delete” measures links.
3. The user has permission to the “Add Recommendation” link.
4. The user has permission to the “Edit” and “Delete” recommendations links.

Check OMB user permissions on Assessment Page

1. Point the browser to <http://<server>/<app>/part>.
2. Login as an OMB user.
3. From the Assessment Page, check the following permissions.

Tool (PART)

- List of existing MAX Programs
- Search for an existing Program in MAX
- Science & Technology Program (S & T)**
 - 2005 Assessment
 - Funding Accounts
 - Question Answers
 - Question Weights
 - Performance Measures
 - Recommendations
 - Program XML
- Support
- Logout

Program: Science & Technology Program (S & T) (10001090)
Assessment: 2005

Science & Technology Program (S & T) 2005 Assessment

SUMMARY

Program Code	10001090
Program Title	Science & Technology Program (S & T)
Program Type(s)	Direct Federal Program, Capital Assets and Service Acquisition Program, Competitive Grant Program
Assessment Year	2005
Assessment Status	This version should be used only once. Agency is completing the PART, not yet ready for OMB review (applicable if agency, not OMB, is doing the first draft)
Assessment Notes	
Program funding Level (in millions)	
Prior Year	\$0.00
Current Year	\$0.00
Budget Year	\$0.00
Explanation of Composition of Funding	

1

Printable Version

1. The user has permission to the “Funding Accounts”, “Question Answers”, “Question Weights”, “Performance Measures”, and “Recommendations” links.

SCIENCE & TECHNOLOGY PROGRAM (S & T) 2005 FUNDINGS							
Treasury Account	Budget Resources (millions)			Obligations (millions)			Explanation
	Prior Year	Current Year	Budget Year	Prior Year	Current Year	Budget Year	
Test Account	\$100.00	\$200.00	\$300.00	\$100.00	\$200.00	\$300.00	New Test Account for 2005 Assessment

SCIENCE & TECHNOLOGY PROGRAM (S & T) 2005 ANSWERS				
You have answered 10 of 31 questions.				
Num	Question	Answer	Exp	Evd Score
Section 1				
1.1	Is the program purpose clear?	YES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1.2	Does the program address a specific and existing problem, interest or need?	NO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1.3	Is the program designed so that it is not redundant or duplicative of any other Federal, state, local or private effort?	NA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1.4	Is the program design free of major flaws that would limit the program's effectiveness or efficiency?	YES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1.5	Is the program effectively targeted, so that resources will reach intended beneficiaries and/or otherwise address the program's purpose directly?	YES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
0%				
Section 2				
2.1	Does the program have a limited number of specific long-term performance measures that focus on outcomes and meaningfully reflect	YES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

1. The user has permission to the answer links.

SCIENCE & TECHNOLOGY PROGRAM (S & T) 2005 PERFORMANCE MEASURES		
Display Measure Targets		
Term	Type	Text
Annual	Efficiency (Output)	Increase technology transfer to end-users by increasing the production rate of S & T Bulletins per program dollar by 5 percent each year.

SCIENCE & TECHNOLOGY PROGRAM (S & T) 2005 RECOMMENDATIONS		
Type	Recommendation	Action Taken
M	New Test Recommendation	

1. The user has permission to the "Display Measure Targets" link.

Check Agency user permissions on Assessment Page

1. Point the browser to <http://<server>/<app>/part>.
2. Login as an Agency user.
3. From the Assessment Page, check the following permissions.

Tool (PART)

- List of existing MAX Programs
- Search for an existing Program in MAX
- Science & Technology Program (S & T)
 - 2005 Assessment
 - Funding Accounts
 - Question Answers
 - Question Weights
 - Performance Measures
 - Recommendations
- Program XML
- Support
- Logout

Program: Science & Technology Program (S & T) (10001090)
Assessment: 2005

Science & Technology Program (S & T) 2005 Assessment

Printable Version

SUMMARY	
Program Code	10001090
Program Title	Science & Technology Program (S & T)
Program Type(s)	Direct Federal Program, Capital Assets and Service Acquisition Program, Competitive Grant Program
Assessment Year	2005
Assessment Status	This version should be used only once. Agency is completing the PART, not yet ready for OMB review (applicable if agency, not OMB, is doing the first draft)
Assessment Notes	
Program funding Level (in millions)	
Prior Year	\$0.00
Current Year	\$0.00
Budget Year	\$0.00
Explanation of Composition of Funding	

2. The user has permission to the "Funding Accounts", "Question Answers", "Question Weights", "Performance Measures", and "Recommendations" links.

SCIENCE & TECHNOLOGY PROGRAM (S & T) 2005 FUNDINGS							
Treasury Account	Budget Resources (millions)			Obligations (millions)			Explanation
	Prior Year	Current Year	Budget Year	Prior Year	Current Year	Budget Year	
Test Account	\$100.00	\$200.00	\$300.00	\$100.00	\$200.00	\$300.00	New Test Account for 2005 Assessment

SCIENCE & TECHNOLOGY PROGRAM (S & T) 2005 ANSWERS					
You have answered 10 of 31 questions.					
Num	Question	Answer	Exp	Evd	Score
Section 1					
1.1	Is the program purpose clear?	YES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
1.2	Does the program address a specific and existing problem, interest or need?	NO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
1.3	Is the program designed so that it is not redundant or duplicative of any other Federal, state, local or private effort?	NA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
1.4	Is the program design free of major flaws that would limit the program's effectiveness or efficiency?	YES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
1.5	Is the program effectively targeted, so that resources will reach intended beneficiaries and/or otherwise address the program's purpose directly?	YES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
					0%
Section 2					
2.1	Does the program have a limited number of specific long-term performance measures that focus on outcomes and meaningfully reflect	YES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

- The user has permission to the answer links.

SCIENCE & TECHNOLOGY PROGRAM (S & T) 2005 PERFORMANCE MEASURES		
Display Measure Targets		
Term	Type	Text
Annual	Efficiency (Output)	Increase technology transfer to end-users by increasing the production rate of S & T Bulletins per program dollar by 5 percent each year.

SCIENCE & TECHNOLOGY PROGRAM (S & T) 2005 RECOMMENDATIONS		
Type	Recommendation	Action Taken
M	New Test Recommendation	

- The user has permission to the "Display Measure Targets" link.